



Self-Inventory Communication

Read the following GPEAK Performance Indicator (PI) statements. For each PI, there are clarifying statements where you have the opportunity to score yourself. Reflect upon your own experiences, such as classroom activities, jobs, volunteer roles, athletics, and leadership involvement. Rate yourself 1 to 3 on your level of communication skill. 1 means you never do this; 2 means sometimes, 3 means always. N/A is for not applicable to your experiences. Add comments and examples to support your rating. Have you had opportunities to demonstrate this skill? Are you a leader in this skill?

Communication

1= Never, 2=Sometimes, 3=Always, N/A=not applicable to your experience

PI – Builds understanding through active listening, asking questions, focusing on context, and acknowledging others' points of view	Never	Some times	Always	N/A	Comments and Examples
I listen to others' ideas and consider their opinions.	1	2	3	N/A	
I ask questions to gain clarity in conversations.	1	2	3	N/A	
I remember the context of the situation during a conversation.	1	2	3	N/A	
PI – Writes in a manner so that others understand	Never	Some times	Always	N/A	Comments and Examples
I use proper grammar, sentence structure, and spelling.	1	2	3	N/A	
My writing is clear, direct, and courteous.	1	2	3	N/A	
PI – Speaks in a manner so others understand	Never	Some times	Always	N/A	Comments and Examples
I use proper grammar when speaking.	1	2	3	N/A	
I am easily understood by others.	1	2	3	N/A	
I can get my point across while speaking.					
PI – Selects and uses proper digital tools	Never	Some times	Always	N/A	Comments and Examples
I know how to use email, keyboarding, and word processing tools.	1	2	3	N/A	
I know how to use digital media tools relevant to my workplace.	1	2	3	N/A	
PI – Adjusts word choice, tone, and time based on audience, purpose of communication, and situational context	Never	Some times	Always	N/A	Comments and Examples
I think about the needs of my audience when communicating.	1	2	3	N/A	
I change my word choice and tone depending on the audience/situation	1	2	3	N/A	